



Public Documents Highlights



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Barrett Addresses IBFI

GPO Could Lead the Way in Information Reproduction/Dissemination

"Public Printer Sawyer has taken several steps * * * to lead GPO to the forefront as information policy maker for the Government. * * * In the past there has been talk of GPO separating its production efforts from its documents dissemination efforts. That is no longer the case. We see a unified effort—a melding of these functions where new technological production efforts will work hand in hand with distribution efforts in order to make the Government Printing Office a world leader in its effectiveness and efficiency of information dissemination."

These concepts were expressed in a speech delivered by Deputy Public Printer William J. Barrett before the 30th anniversary annual meeting of the International Business Forms Industries last month in Washington, D.C.

Technology Expanding

Barrett reflected the views of Public Printer Danford L. Sawyer, Jr. in stating that expanding technology is a primary reason for clarifying the Government's role in terms of information reproduction and dissemination.

"As each Government organization gains the capability of producing its own informational material—the number of dissemination points continues to grow—and the knowledge of who is distributing what—continues to decline. No accurate statistics exist on the number of information disseminators within the Federal Government," Barrett pointed out. He added that a report issued by a Government-sponsored ad hoc committee cited the existence of "approximately 300 clearinghouses for the collection, classification and distribution of Government information." The report also noted that the number is increasing.

Barrett added, "Little argument should be needed to prove that duplication of effort can be eliminated and a realistic control gained by placing such distribution functions under one authority."

Slow Growth in Federal Printing

"The current state of our economy dictates a very slow growth in the Federal printing program," Barrett told the industry group. "In order to survive this difficult period, we will need to utilize all available resources. Using appropriate technology and managerial strategies during such slow growth periods is a necessity of survival," Barrett added.

Along with setting standards for new technologies, other GPO issues for the future involve the status of non-GPO Federal printing plants and the development and expansion of the Office's marketing efforts.

Federal Printing Plant Study

Barrett explained that GPO officials have given full support to a General Accounting Office study of the more than 250 non-GPO Federal printing plants located across the country. "Early findings indicate that many of the plants produce work at a far higher unit cost than at GPO," he said. "If the logical solution is applied to this inefficient situation—many of these plants will be closed and millions of dollars worth of printing will be procured through GPO from the private sector."

Public Printer Sawyer noted recently that he expects the 71 percent of GPO work now contracted to private companies to continue to grow—"a good sign for both GPO and the private printing industry," Barrett pointed out.

Information to the American Public

"The Public Printer has taken some creative, if not revolutionary actions," Barrett explained in his description of GPO's new marketing efforts. "For the first time in the more than 120-year history of GPO, we have a marketing director and staff. This is a whole new concept for our documents effort—and in fact for the Federal Government. Our citizens have a right to know what information is available to them from their Government and we believe they should be able to obtain that information at

a minimal cost."

Barrett explained the effort underway to introduce the American people to the GPO sales program and to the availability of publications through the depository library system through public service announcements and a new free documents catalog.

He spoke with conviction as he concluded, "Finally, in order for any of these objectives to be met, the entire GPO management team must commit itself to their success. Here we are today with a wide-ranging vision of the 80s. Yesterday is for nostalgia. Only tomorrow is real. And we must plan accordingly!"

Three More Depositories

Three additional libraries have been designated as depositories. They are:

- Mesa Public Library, Mesa, Ariz.;
- George Washington University's Melvin Gelman Library (Acquisitions Department), Washington, D.C.; and
- Washington County Library-Park Grove, Cottage Grove, Minn.



A Special Achievement Award is presented by Library Programs Service Director Sarah T. Kadec to John M. Tate, a library technician. (Story on P. 2)

Public Documents Highlights is circulated regularly primarily for librarians of the Federal Depository Library Program, and mailed at first class rates.

Material for use in this publication should be sent to the Editor, Public Documents Highlights, c/o Superintendent of Documents (SD), Government Printing Office, Washington, DC 20401.

All submissions may be edited or condensed for space consideration. Comments are most welcome and may be printed if the sender is clearly identified.

DANFORD L. SAWYER, JR. Public Printer of the United States

MICHAEL F. DiMARIO Superintendent of Documents

Improvements Instituted In Documents Operations

A number of improvements have been or are being developed in the Documents areas of the Government Printing Office to reduce order costs and increase order effectiveness, according to Public Printer Danford L. Sawyer, Jr. These include:

- A Consolidated Order Preparation System to more effectively process incoming orders, payments on previous orders and deposits through a single-step application as close as possible to the receipt of mail. All transactions will be logged in with a Universal Control Number and tracked by computer record during process.

- A fulfillment technique that will vary with the size and character of orders. This will take advantage of customer-prepared labels for prepackaged publications that can be mass-distributed without order preparation. Once the order is received, it will go directly to the warehouse for picking and mailing, reducing the processing time to an average of 2 days.

- A program of periodic meetings with publishing agencies to foster greater cooperation with the sales program.

Public Printer Sawyer also noted that by eliminating excess and slow-moving publications some 87,000 square feet of warehouse space has been freed at the Laurel, Md., facility, allowing the relocation of the Reimbursable and Bylaw Distribution operations. This has reduced GPO's rental and utility expenses there by approximately \$570,000 annually.

Author of Article Identified

An article in the March 1983 issue of *Highlights* concerning geographic subject heading practice was written by Sally McLean when she was Subject Heading Specialist, and she should have been identified as the author.

Library Technician John Tate Earns Special Achievement Cash Award

John M. Tate, a library technician in Cataloging Section 1, Classification and Cataloging Branch, was given a Special Achievement Award of \$200 for not only doing the work of two people but also for general excellence in additional tasks.

Last September, Tate's coworker in assigning SuDocs classification numbers to Government publications was detailed to another office. Tate took over the dual task and classified an average of 70 publications a day, compared with a branch average of 35.

In addition to this, Tate kept serial catalogers informed of changes throughout the year which would affect their work. This saved those catalogers months of time in the preparation of the *Serials Supplement*, according to his supervisor, Jean Ott.

During 1982, Tate also was responsible for

revising all publications classed in Section 1 which were to be microfiched for depository libraries. As a result of his careful scrutiny, Ott explained, less than 1 percent were sent through incorrectly. Ott noted that this saved the GPO both time and money.

Over the past year, several key technicians left the branch and new ones were hired. Tate's patient work with the other technicians not only assured a high degree of accuracy but aided the section chiefs in training new technicians, according to Ott. Because of his experience, Tate was asked to revise shipping list publications classed in all sections. Normally, each section is responsible for its own revision. All of this was done in addition to his other duties, Ott pointed out.

"He sets an example for others," Ott declared.

Dual Program Aids Deaf LPS Employees

The Government Printing Office has developed a two-pronged effort to communicate with the deaf employees in the Library Program Service.

One is an official GPO training program conducted mainly for supervisors, held at the main GPO complex. The other was offered at the Eisenhower facility for non-supervisory employees.

The supervisors' course met for 2 hours twice a week for 10 weeks, and was divided into two parts. Harold Smalley, a hearing person and the GPO's chief interpreter for the hearing-impaired, taught the first half, with deaf employee Frank Hutchinson conducting the second part.

At the same time, the non-supervisory class was being held at Eisenhower for librarians, library technicians and clerks. Instructors were Joan Bates, Frank Tansey and Eileen Seremeth, all LPS employees.

The attendees learned approximately 800 general signs and 40 job-related ones. The

sessions, which included lectures and films, covered receptive and expressive readiness activities, vocabulary in context, receptive fingerspelling and information about the deaf culture and community.

937 Best Sellers

The U.S. Government Printing Office has put together a new catalog of the Government's bestselling books. Books like *The Space Shuttle at Work*, *Cutting Energy Costs*, *Infant Care*, *National Park Guide and Map*, *Federal Benefits for Veterans and Dependents*, *The Back-Yard Mechanic*, *Merchandising Your Job Talents*, and *Starting a Business*. Find out what Government books are all about. Send for your free catalog.

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Using sign language she recently learned, Cataloging Section Chief Jean Ott communicates with Eileen Seremeth.



The Eisenhower basketball team won the GPO Welfare and Recreation League championship for the 1982-83 season. Pictured with Sarah Kadec, head of the Eisenhower facility (center, right) are: Earl Taylor and Jonas Powell, kneeling; LeVern Bacote (coach) and Frank Johnson (of the Washington Bullets), to Kadec's left; first row standing, left to right—Francis Pierce (player/coach), Donald Wanzer, Jerome Carter, Cornelius Greene, Sylvester Shorter, Howard Shade, Noel Smith, Wayne Washington; back row standing, left to right—Lester Wilson, Stanley Richy, Billy Tucker, Stevie Grey, and Clarence Baker.

Superintendent of Documents Series Scrutinized

(This is one of a series of columns on SuDocs series. Submissions, comments and suggestions are welcome.)

By Paul Thurston

Classification: EP1.76:

Title: *102 Monitor*

Dates: v.1, no.1—v.11, no.2 Feb. 1971–Feb. 1981

Item: 856-E-2 ISSN: 0090-3574

OCLC: 1447781 LC: 78-648273

Prior to v.7, no.11 (Jan. 1978), this series was issued by the Council on Environmental Quality and classified PrEx14.10: Beginning with v.7, no.11, it was issued by the Environmental Protection Agency and classified EP1.76:

The series takes its name from Section 102(2)(C) of the National Environmental Policy Act. It lists draft and final environmental impact statements and comments received during the previous month, and also explains in detail how individual agencies handle the 102 statement process. NTIS and Environmental Law Institute order numbers are included for the draft and final EIS's.

Issues prior to v.2, no.2 (March 1972) were printed in small quantities. However, Congressman John Dingell of Michigan had these early issues reprinted in the *Congressional Record*. Below is a table showing locations in bound and daily editions:

102 issue/date	CR date	CR bound vol./pt:pages	CR daily ed. page
v.1/No.1-3 Feb-April 1971.....	4/28/71	117/10:12384-12416.....	E3607-
No.4 May.....	5/27/71	117/13:17275-17291.....	E5151-
No.5 June.....	6/16/71	117/15:20391-20400.....	E6023-
No.6 July.....	7/28/71	117/21:27877-27889.....	E8458-
No.7 Aug.....	9/13/71	117/24:31659-31673.....	E9483-
No.8 Sep.....	9/24/71	117/25:33352-33377.....	E10002-
No.9 Oct.....	11/1/71	117/29:38616-38635.....	E11596-
No.10 Nov.....	11/15/71	117/31:41349-41359.....	E12213-
No.11 Dec.....	12/11/71	117/35:46482-46490.....	E13322-
No.12 Jan. 1972.....	1/18/72	118/1: 156-167.....	E76-
v.2/No.1 Feb. 1972.....	3/2/72	118/6:6722-6737.....	E1886-

Indexed in: *American Statistics Index* (coverage is from v.5, no.12 Jan. 1976 on) ASI 482-2 (1976-77); ASI 9182-7 (1978-81)

Microform availability: (1) University Microfilms International (2) Congressional Information Service, Inc. (1976-81)

(Thurston is Documents Specialist for the Detroit Public Library.)

Libraries Utilizing Technology

Regional depository libraries have a variety of communication equipment, according to a survey conducted by the Library Programs Service in April.

Of the 43 responses, 40 indicated that they had either "intelligent" terminals, micros, minis or mainframes that could be used to access an electronic mail system. Several regionals indicated that they already receive electronic mail through CLASS and BRS.

The regionals have a wide assortment of different types of terminals and computers, ranging from well-known models to top-rated less popular ones, according to the survey. Twenty-six have use of computer facilities possessing larger minis and mainframes.

The regionals use telecommunications networks to access commercial data bases and cataloging utilities, according to the responses. The most popular ones used by the regionals were TYMENET, TELENET and UNINET.

Fifteen regionals indicated they have tele-type equipment, and five have telefacsimile equipment.

The GPO expects to use this information to coordinate services emanating from Washington, D.C. with equipment available in depository libraries. (See story in January 1983 issue of *Highlights*.)

"Lending" Libraries

More than 100 libraries in the metropolitan New York City area now have microcomputers that can be borrowed by the public, according to The New York Times. About 50 other library systems around the country also have these 4-pound models to "loan out."

In addition, hundreds of other libraries have larger, more complex models that can be used in their buildings, the article noted. These enable people to record programs on their own blank memory disks and to store them for use when they return to the library.

Some libraries also are building disk collections of their own, the article went on to say, with programs for video gaming, word processing and searching their own book collections for information. At other libraries, according to the article, the computers have the ability to access national information banks.

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